

**Summary Report for Individual Task
805K-79R-7800
Manage Accountable Property
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are the Primary Hand Receipt Holder (PHRH) with access to all current hand receipts and logs, all applicable regulations, and commander's guidance. This task should not be trained in MOPP 4.

Standard: Maintain 100% accountability of assigned property; establish and implement supply procedures in accordance with established supply regulations.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Manage Command Supply Discipline Program (CSDP).
 - a. Implement supply discipline as regulatory guidance.
 - b. Establish unit supply SOP in accordance with AR 710-2, Appendix B.
2. Manage accountable property.
 - a. Maintain required publications.
 - b. Maintain unit supply files.
 - c. Request supplies and equipment.
 - d. Issue supplies and equipment.
 - e. Process Hand Receipts/Sub-hand Receipts.
 - f. Store and secure property.
 - g. Conduct property inventories.
 - (1) Change of command inventory.
 - (2) Cyclic inventory.
 - (3) Property Book Officer (PBO) directed.
 - (4) Command directed inventory.
 - (5) Annual durable property review.
 - h. Turn-In property.
 - (1) Excess.
 - (2) Unserviceable.
 - (3) Obsolete.
 - i. Execute Lateral Transfer of Property.
 - j. Process Property Adjustment Documents.
 - (1) Financial Liability Investigation of Property Loss (FLIPL).
 - (2) Statement of Charges, DD Form 362.
 - (3) Administrative Adjustment Report (AAR).

3. Maintain the following supporting documentation files:

- a. DD Form 200.
- b. DD Form 250.
- c. DD Form 362, Statement of Charges.
- d. DD Form 1348-1 (turn-in to DRMS).
- e. DA Form 1687.
- f. DA Form 2062.
- g. DA Form 2064.
- h. DA Form 3078.
- i. DA Form 3161.
- j. DA Form 3645.
- k. DA Form 4949.
- l. DA Form 5513-R.
- m. UR Form 971.
- n. Additional Forms as needed.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Managed Command Supply Discipline Program (CSDP).			
a. Implemented supply discipline as regulatory guidance.			
b. Established unit supply SOP in accordance with AR 710-2, Appendix B.			
2. Managed accountable property.			
a. Maintained required publications.			
b. Maintained unit supply files.			
c. Requested supplies and equipment.			
d. Issued supplies and equipment.			
e. Processed Hand Receipts/Sub-hand Receipts.			
f. Stored and secure property.			
g. Conducted property inventories.			
(1) Change of command inventory.			
(2) Cyclic inventory.			
(3) Property Book Officer (PBO) directed.			
(4) Command directed inventory.			
(5) Annual durable property review.			
h. Turned in property.			
(1) Excess.			
(2) Unserviceable.			
(3) Obsolete.			
(4) Execute lateral transfer of property.			
i. Processed property transfer of property.			
(1) Financial Liability Investigation of Property Loss (FLIPL).			
(2) Statement of Charges, DD Form 362.			
(3) Administrative Adjustment Report (AAR).			
3. Maintained the following supporting documentation files:			
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n. Additional Forms as needed.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 710-2	SUPPLY POLICY BELOW THE NATIONAL LEVEL	Yes	No
	AR 735-5 (Change 001 08/22/2013)	Property Accountability Policies	Yes	Yes
	PAM 710-2-1	USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None